USA Jobs Guide: Create a USA Jobs Account

WVNG HR Staffing Section

For questions, call the technician hotline: 304-561-6749

STEP 1

1) Find a job you wish to apply to
2) The webpage for the job will open and look similar to this
3) Click the blue "APPLY" button to begin the process. The page will reload to a sign-in screen

USAJOBS "WORKING FOR AMERICA"

Keyword: *Job Title, Skills, Agenc…* **Location:** *City, State, ZIP Co…*

Search

Advanced Search

Fuel Distribution System Worker, WG-5413-08, D1143000

ARMY NATIONAL GUARD UNITS (TITLE 32)

Agency Contact Information

1 vacancy in the following location:
Wheeling, WV

Work Schedule is Full Time - Agency Employees Only

Opened Wednesday 4/6/2016
(21 day(s) ago)

Closes Friday 5/6/2016
(9 day(s) away)

Salary Range
$21.87 to $25.49 / Per Hour

Series & Grade
WG-5413-08/08

Promotion Potential
08

Supervisory Status
No

Who May Apply
Areas 1 & 2

Control Number
434962700

Job Announcement Number
MT-16-029-1671319

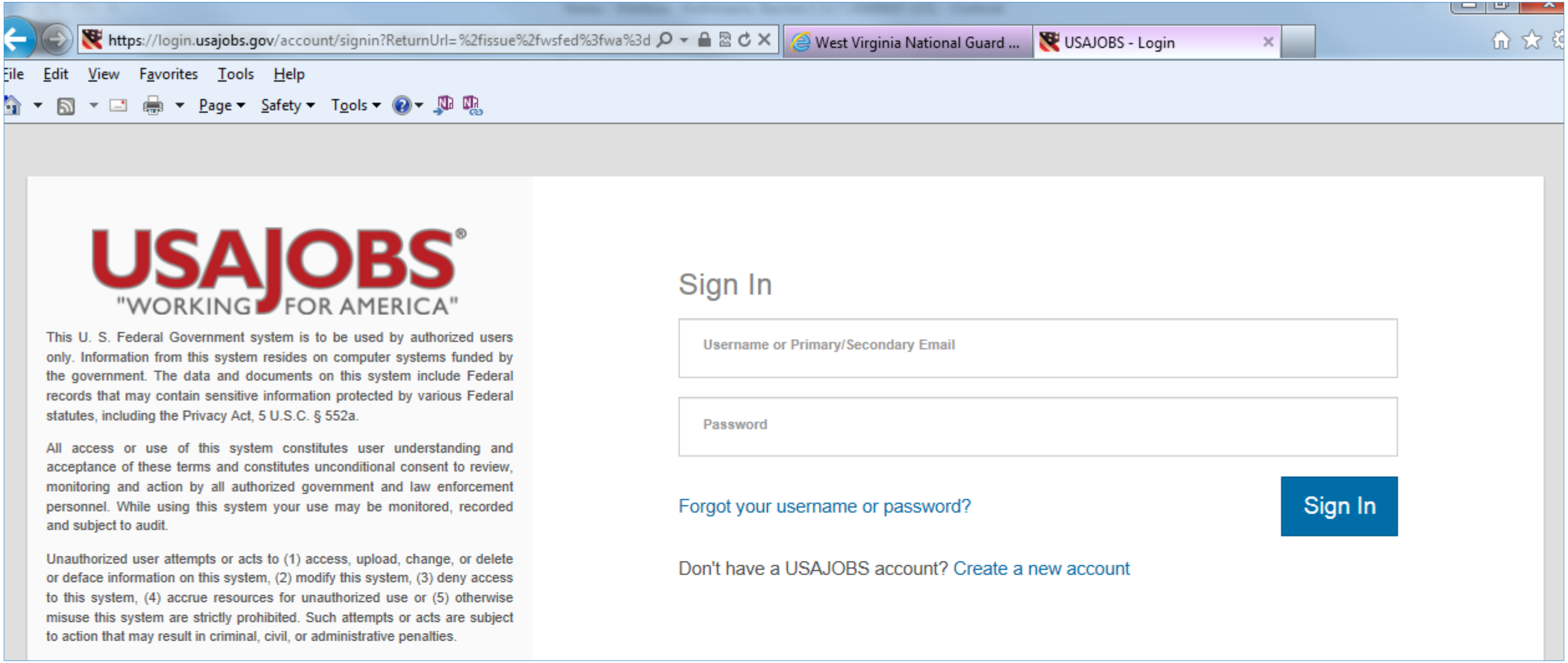
Print Share Save

Apply

Job Overview

How to Apply +

STEP 2


https://login.usajobs.gov/account/signin?ReturnUrl=%2fissue%2fwsfed%3fwa%3d
West Virginia National Guard ...
USAJOBS - Login
File Edit View Favorites Tools Help
Page Safety Tools
USAJOBS
"WORKING FOR AMERICA"
This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.
All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.
Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.
Sign In
Username or Primary/Secondary Email
Password
Forgot your username or password?
Sign In
Don't have a USAJOBS account? Create a new account

Once the page reloads, click the “CREATE A NEW ACCOUNT” hyperlink to begin the process of creating a USAjobs account

STEP 3

Home Search My Account Resource Center Support Sign In

USAJOBS "WORKING FOR AMERICA" Create Account

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Be advised that only one account can be created for each email address.
Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email

*

Confirm Primary Email

*

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters

1) Fill out the required fields (see example on next slide)
2) Click the blue “I AGREE. CREATE MY ACCOUNT” button

STEP 3 - Example

Be advised that only one account can be created for each email address.
Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email

* testemail@testemail.com

Confirm Primary Email

* testemail@testemail.com

Username

* TestApplicant1

Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.).

What is your email format preference?

(•) Text ( ) HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through.

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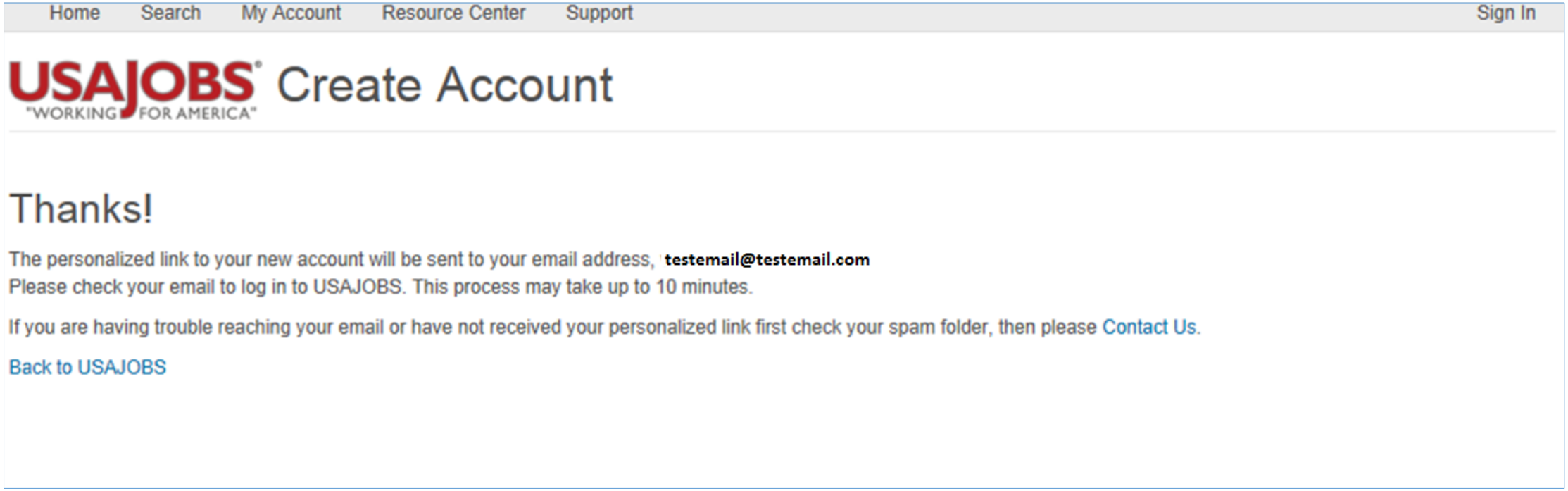
I agree. Create my account.

STEP 4


Home
Search
My Account
Resource Center
Support
Sign In
USAJOBS
"WORKING FOR AMERICA"
Create Account
Thanks!
The personalized link to your new account will be sent to your email address, testemail@testemail.com
Please check your email to log in to USAJOBS. This process may take up to 10 minutes.
If you are having trouble reaching your email or have not received your personalized link first check your spam folder, then please Contact Us.
Back to USAJOBS

The page will reload to this.

1) Access your email account and find an automated email message from USAjobs.gov (see next slide for example)
2) Open the email message and click on the personalized link to open your USAjobs account

STEP 4 - Example

Confirm your Account on USAJOBS

Tuesday, September 15, 2015 9:56 AM

From: "<accountinfo@usajobs.gov> [DO NOT REPLY]" <accountinfo@usajobs.gov>

To: **testemail@testemail.com**

Full Headers Printable View

Dear TestApplicant1,

Welcome to USAJOBS - The Federal Government's official one-stop source for Federal jobs and employment information. You are one step closer to finding a new and exciting career!

Below is your personalized link to access your account.

https://login.usajobs.gov:443/account/confirm?vid=2a94eeaf-f139-4f71-9b8f-3fa6707deec2&vcd=28FwyZVAq%2BN5UsN790wlTEQVyP6uSH%2Fx7EXfNWWZy0%3D

Once you have confirmed your account, you will then be able to:
- Create a Profile
- Create or Upload a Resume
- Save Jobs
- Create Saved Searches
- Apply for Jobs

Good luck in your search!

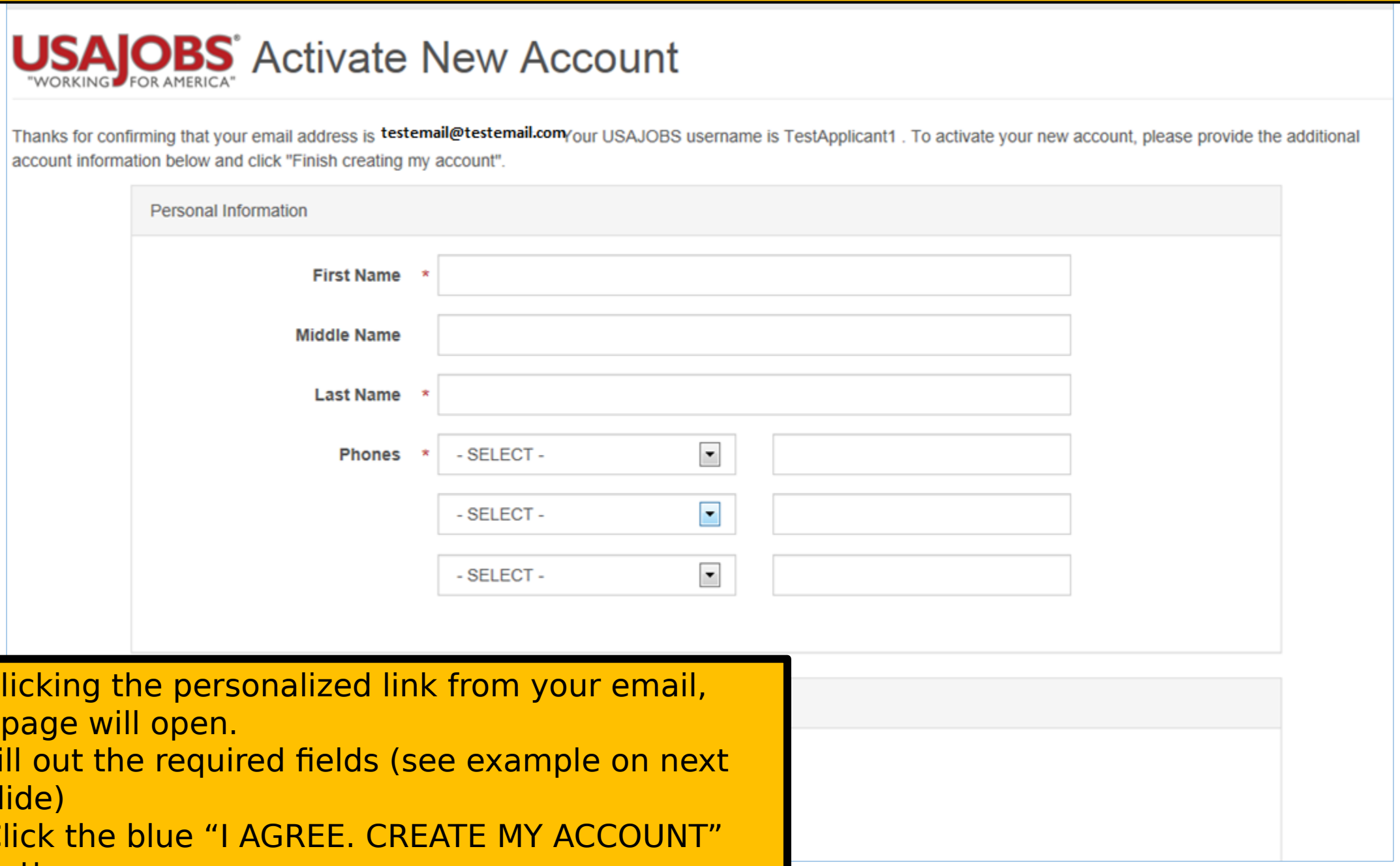
Sincerely,

The USAJOBS Team
U.S. Office of Personnel Management
1900 E Street NW. Washington, DC 20415

Add 'accountinfo@usajobs.gov' to your address book to ensure delivery of USAJOBS emails. If you doubt the authenticity of a USAJOBS email, please visit https://www.usajobs.gov/ using your web browser. From there, you can log in to your account if an activity is being requested or email us directly to inquire about the authenticity of the email by using our https://www.usajobs.gov/home/support page

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions or comments please go to our https://www.usajobs.gov/home/support page.

STEP 5


USAJOBS "WORKING FOR AMERICA"
Activate New Account
Thanks for confirming that your email address is testemail@testemail.com Your USAJOBS username is TestApplicant1 . To activate your new account, please provide the additional account information below and click "Finish creating my account".
Personal Information
First Name *
Middle Name
Last Name *
Phones *
- SELECT -
- SELECT -
- SELECT -

By clicking the personalized link from your email, this page will open.

1) Fill out the required fields (see example on next slide)
2) Click the blue “I AGREE. CREATE MY ACCOUNT” button

STEP 5 - Example

Password Question 2 * What is your father's middle name?

Your Answer 2 * Dad

Password Question 3 * What is your mother's middle name?

Your Answer 3 * Mom

Please read our Security Tips for Accounts and Passwords before proceeding

☑ I have read and understand the security tips.

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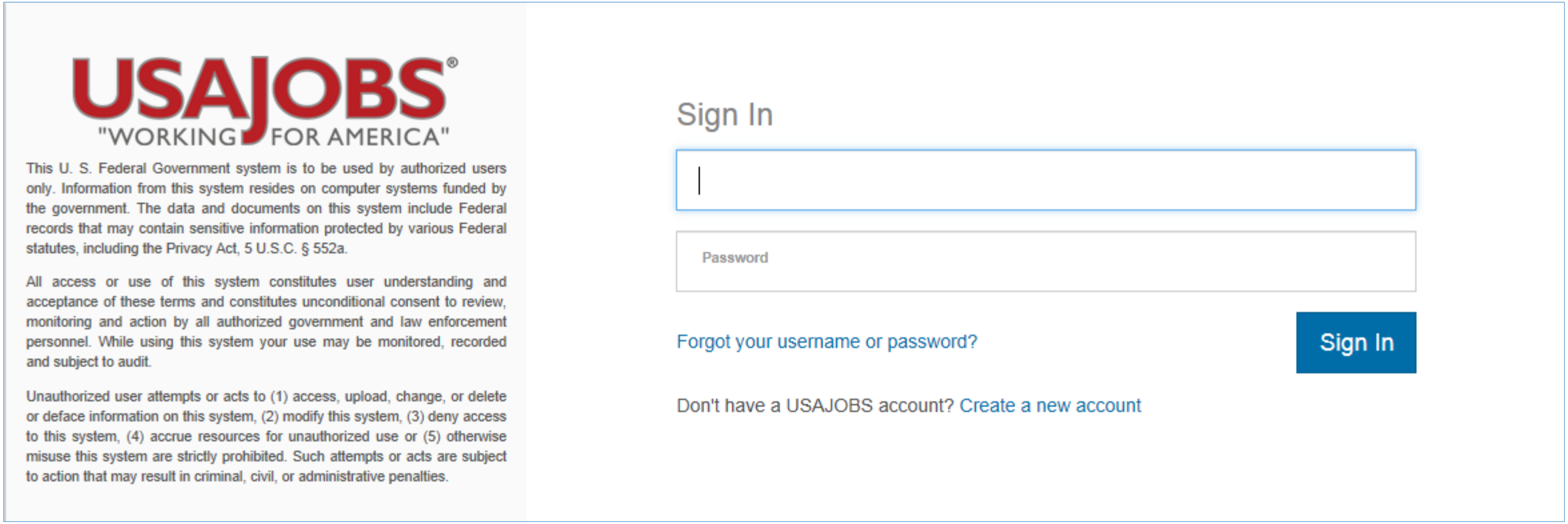
I agree. Create my account.

STEP 6


USAJOBS®
"WORKING FOR AMERICA"
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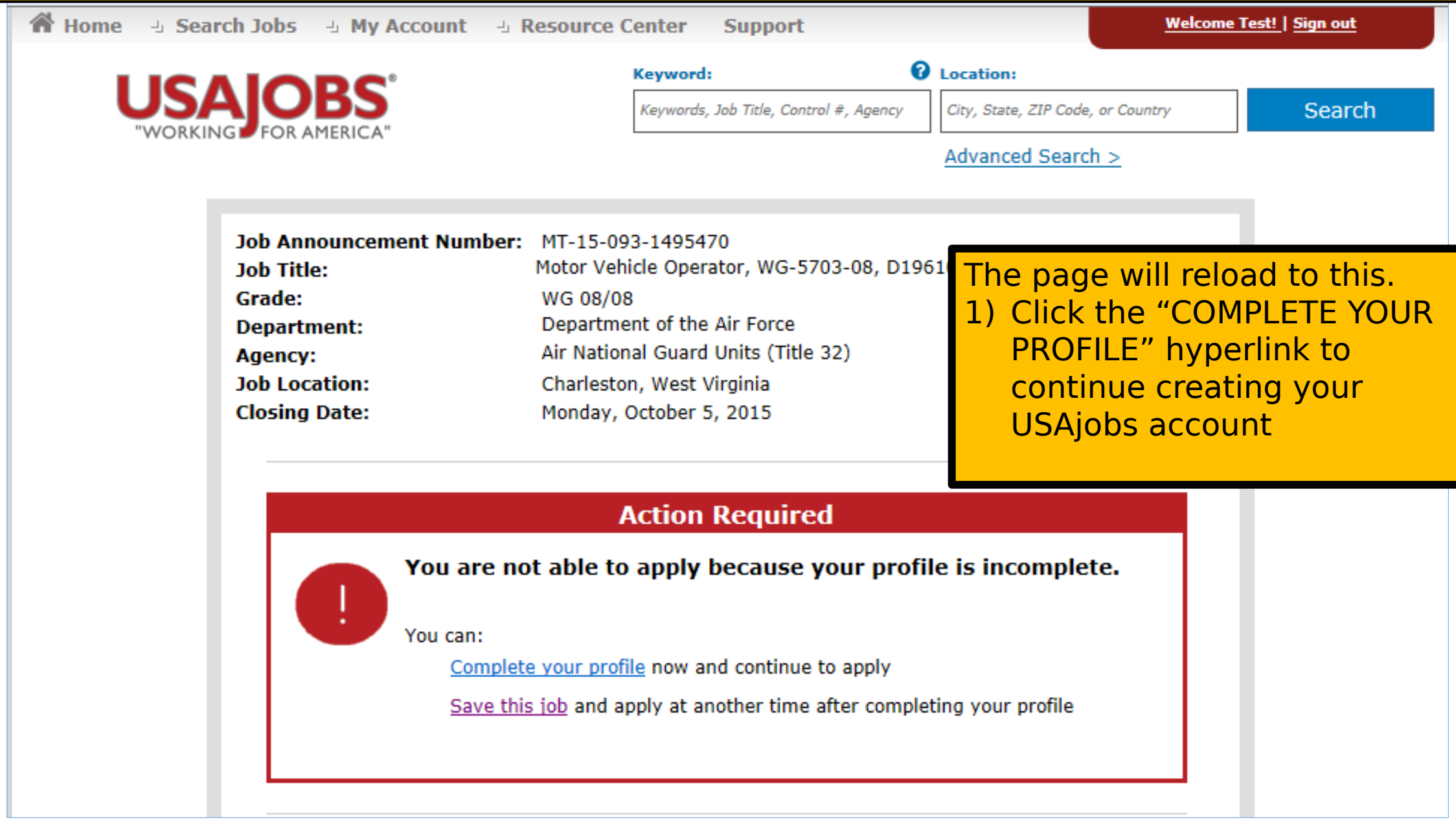
Sign In
Password
Forgot your username or password?
Sign In
Don't have a USAJOBS account? Create a new account

The page will reload to this.

1) Type your username or email address
2) Type your password
3) Click the blue “SIGN IN” button

STEP 7


Home
Search Jobs
My Account
Resource Center
Support
Welcome Test! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
Job Announcement Number: MT-15-093-1495470
Job Title: Motor Vehicle Operator, WG-5703-08, D1961
Grade: WG 08/08
Department: Department of the Air Force
Agency: Air National Guard Units (Title 32)
Job Location: Charleston, West Virginia
Closing Date: Monday, October 5, 2015
Action Required
You are not able to apply because your profile is incomplete.
You can:
Complete your profile now and continue to apply
Save this job and apply at another time after completing your profile

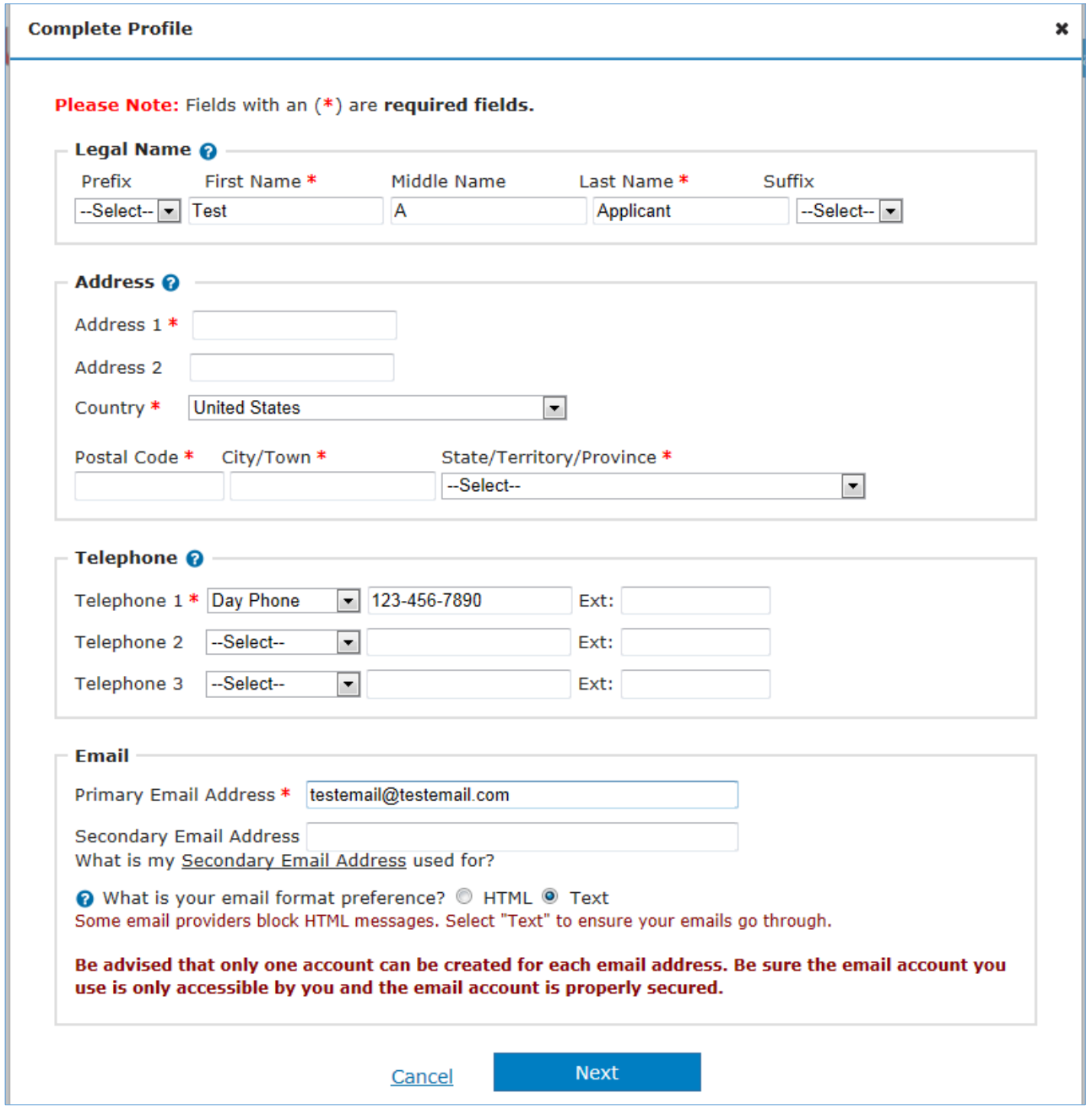
The page will reload to this.

1) Click the “COMPLETE YOUR PROFILE” hyperlink to continue creating your USAjobs account

STEP 8

The page will open a separate window to begin the profile creation process.

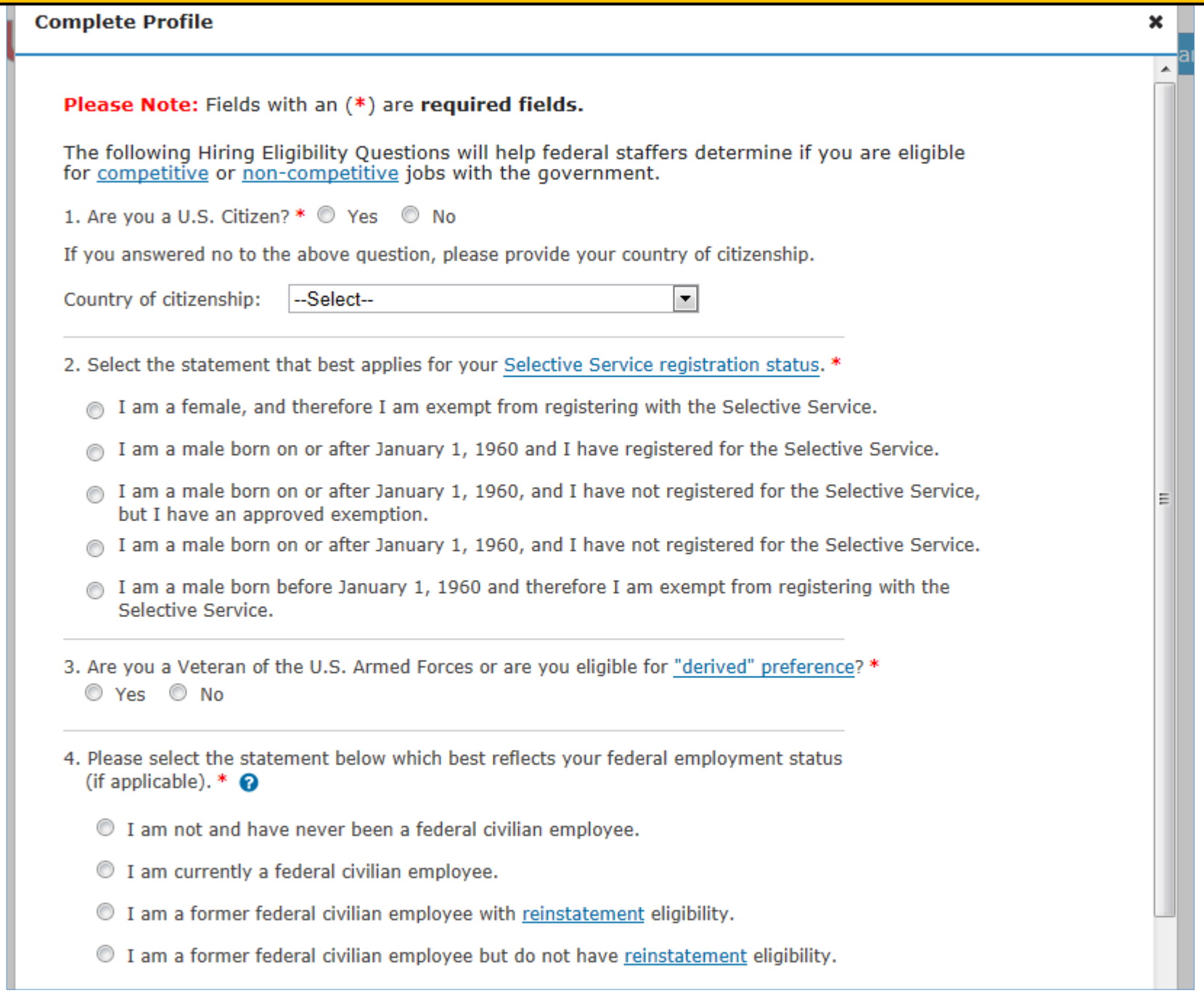
1) Fill out the required fields
2) Click the blue “NEXT” button



STEP 9

Continue the profile creation process.

1) Fill out the required fields, scroll down to complete the others
2) Click the blue “NEXT” button



Complete Profile

Please Note: Fields with an (*) are **required fields.**

The following Hiring Eligibility Questions will help federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

1. Are you a U.S. Citizen? * Yes No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship: --Select--

2. Select the statement that best applies for your Selective Service registration status. *

- I am a female, and therefore I am exempt from registering with the Selective Service.
- I am a male born on or after January 1, 1960 and I have registered for the Selective Service.
- I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.
- I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.
- I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? *

Yes No

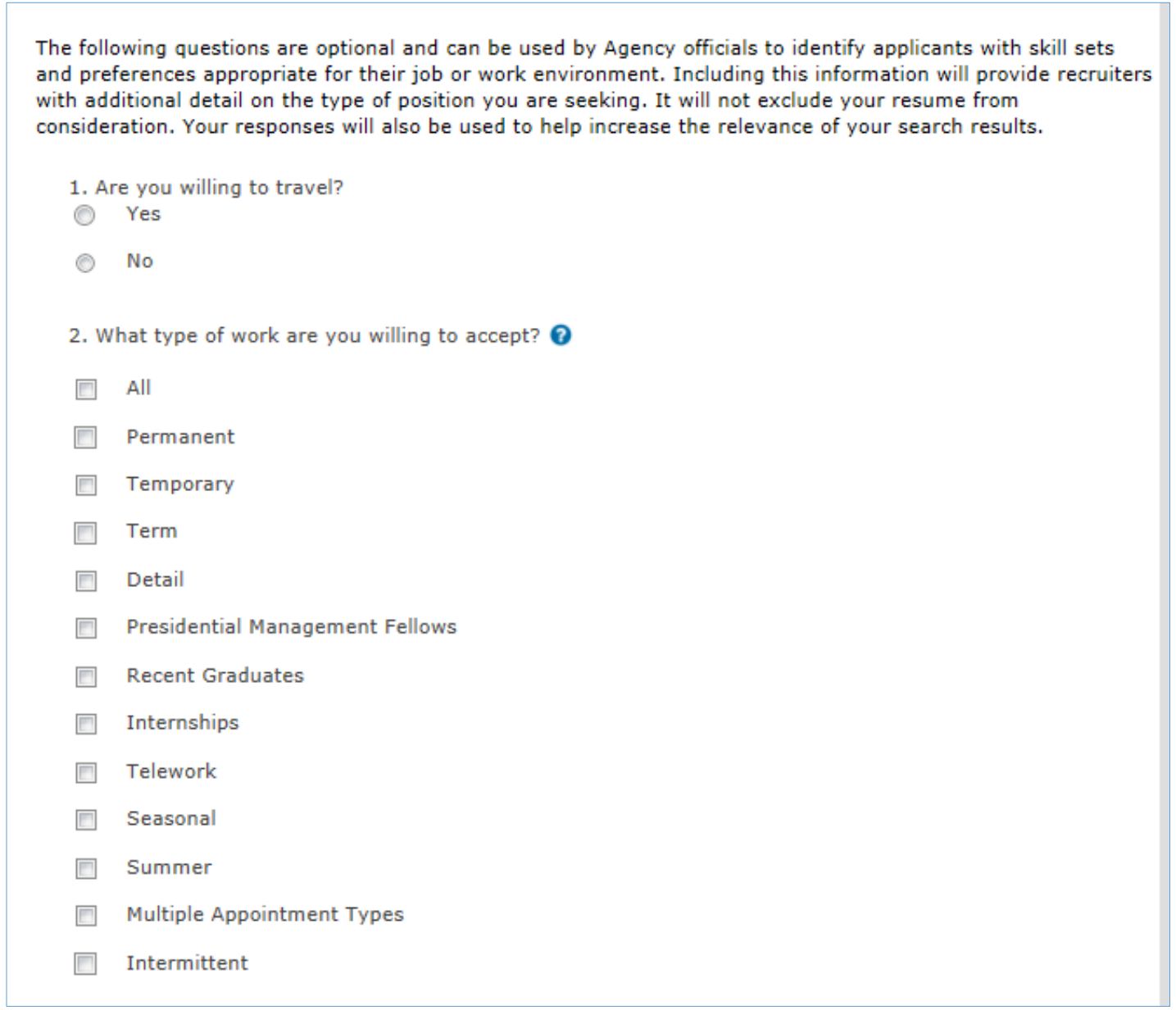
4. Please select the statement below which best reflects your federal employment status (if applicable). *

- I am not and have never been a federal civilian employee.
- I am currently a federal civilian employee.
- I am a former federal civilian employee with reinstatement eligibility.
- I am a former federal civilian employee but do not have reinstatement eligibility.

STEP 10

Continue the profile creation process.

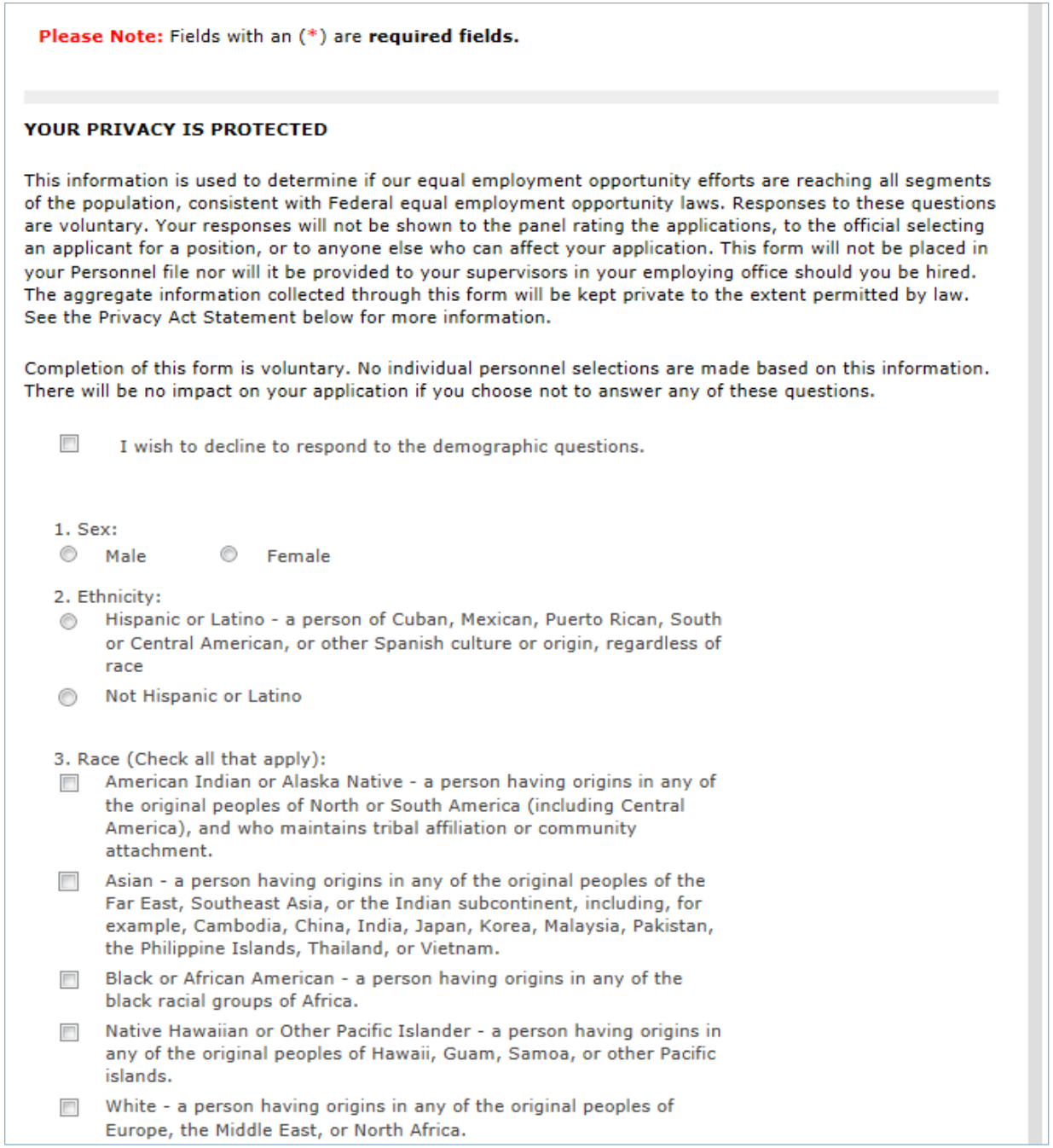
1) Fill out the required fields, scroll down to complete the others
2) Click the blue “NEXT” button


The following questions are optional and can be used by Agency officials to identify applicants with skill sets and preferences appropriate for their job or work environment. Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Your responses will also be used to help increase the relevance of your search results.
1. Are you willing to travel?
Yes
No
2. What type of work are you willing to accept?
All
Permanent
Temporary
Term
Detail
Presidential Management Fellows
Recent Graduates
Internships
Telework
Seasonal
Summer
Multiple Appointment Types
Intermittent

STEP 11

Continue the profile creation process.

1) Fill out the required fields, scroll down to complete the others
2) Click the blue “NEXT” button



Please Note: Fields with an (*) are **required fields.**

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

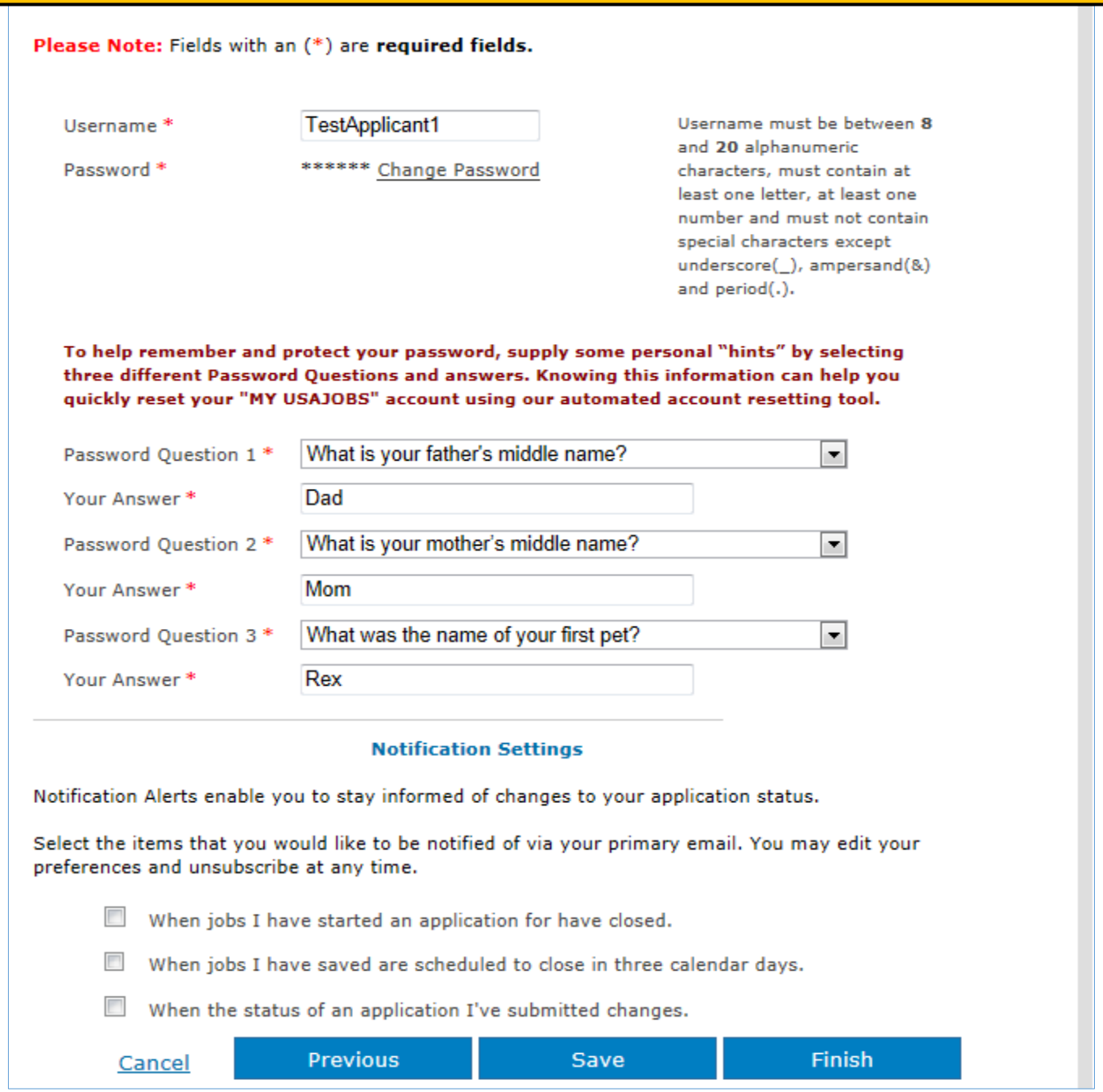
☐ I wish to decline to respond to the demographic questions.

1. Sex:
   ○ Male ○ Female
2. Ethnicity:
   ○ Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
   ○ Not Hispanic or Latino
3. Race (Check all that apply):
   ☐ American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
   ☐ Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
   ☐ Black or African American - a person having origins in any of the black racial groups of Africa.
   ☐ Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
   ☐ White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

STEP 12

This is the last step in the profile creation process.

1) Review/fill out the required fields, scroll down to complete the others
2) Click the blue “FINISH” button

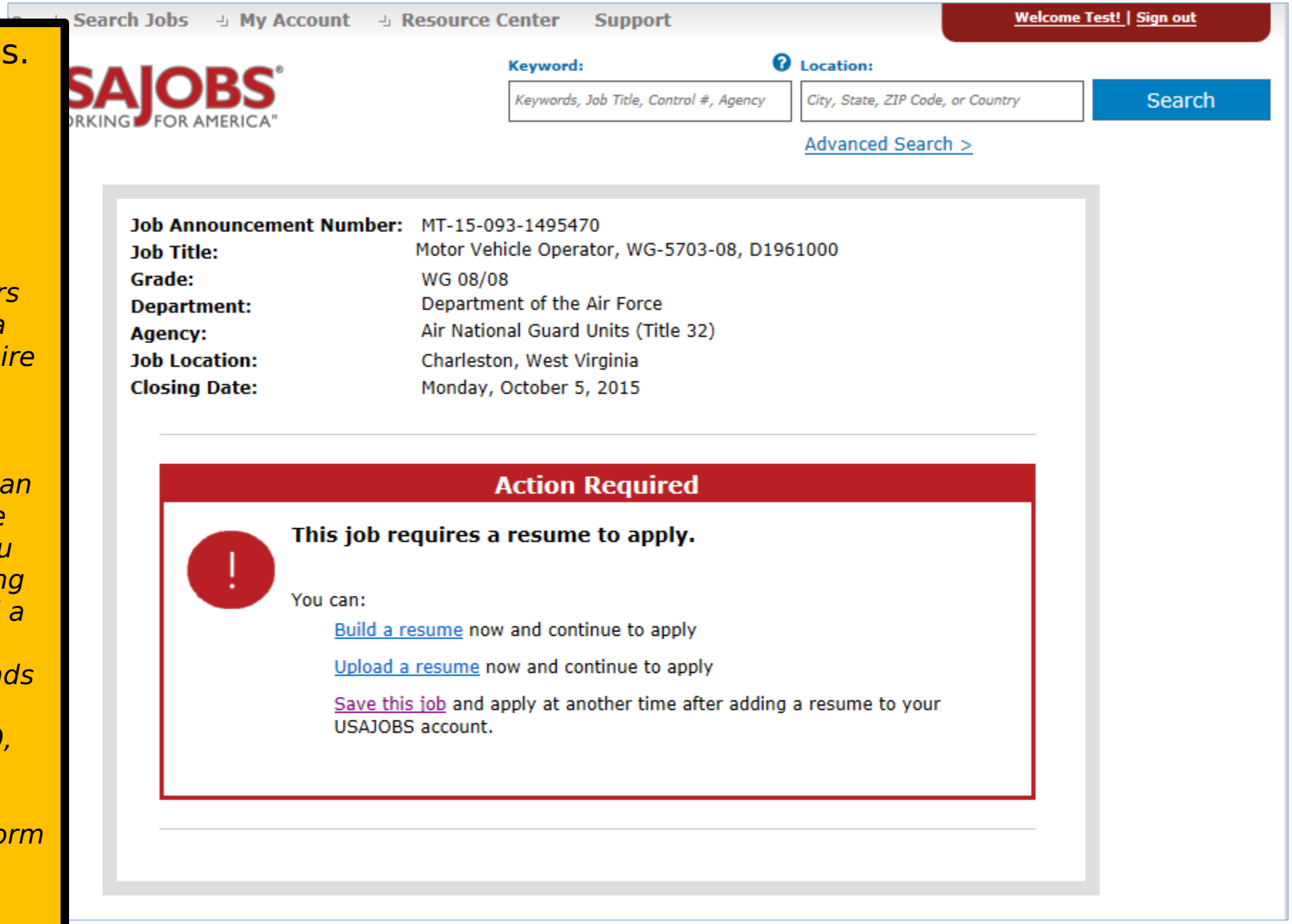

Please Note: Fields with an (*) are required fields.
Username *
TestApplicant1
Password *
****** Change Password
Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.).
To help remember and protect your password, supply some personal “hints” by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.
Password Question 1 *
What is your father’s middle name?
Your Answer *
Dad
Password Question 2 *
What is your mother’s middle name?
Your Answer *
Mom
Password Question 3 *
What was the name of your first pet?
Your Answer *
Rex
Notification Settings
Notification Alerts enable you to stay informed of changes to your application status.
Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.
When jobs I have started an application for have closed.
When jobs I have saved are scheduled to close in three calendar days.
When the status of an application I’ve submitted changes.
Cancel
Previous
Save
Finish

STEP 13

The page will reload to this.

1) Click the “UPLOAD A RESUME” hyperlink to upload a file into the USAjobs resume folder

NOTE 1: USAJobs requires all users to create/upload a document as a resume file. WVNG does not require a resume, but does require the WVHRO Form 300 Technician Application. However, you are welcome to provide a resume as an additional document. To meet the USAjobs resume requirement, you may either “Build a Resume” using the USAjobs software, or “Upload a Resume” by selecting a file from your computer. WVNG recommends uploading a file, specifically, uploading your WVHRO Form 300, as your resume document. If you upload/build a resume instead, ensure you upload the WVHRO Form 300 during the job application process.

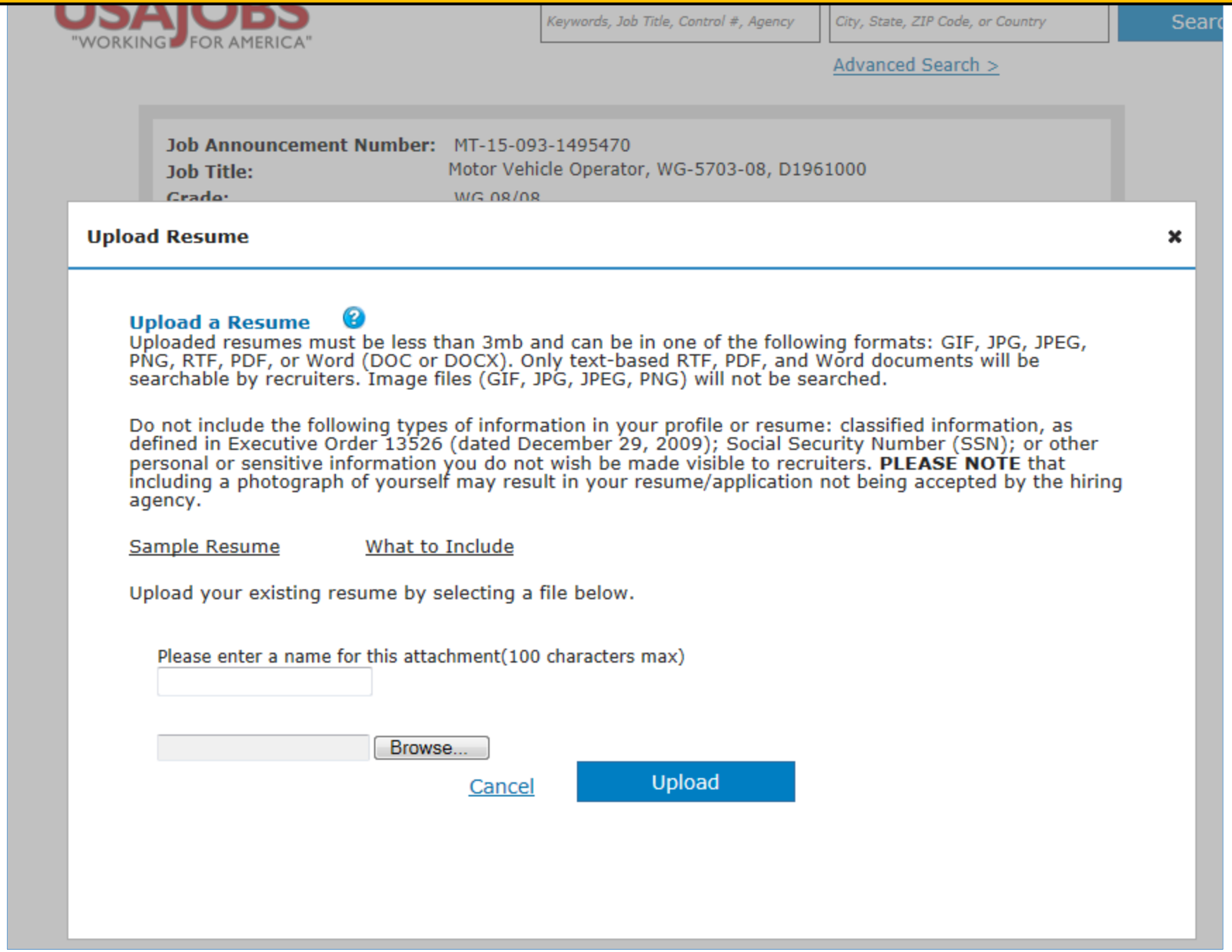

Search Jobs
My Account
Resource Center
Support
Welcome Test! | Sign out
SAJOBS
FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
Job Announcement Number: MT-15-093-1495470
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Grade: WG 08/08
Department: Department of the Air Force
Agency: Air National Guard Units (Title 32)
Job Location: Charleston, West Virginia
Closing Date: Monday, October 5, 2015
Action Required
This job requires a resume to apply.
You can:
Build a resume now and continue to apply
Upload a resume now and continue to apply
Save this job and apply at another time after adding a resume to your USAJOBS account.

STEP 14

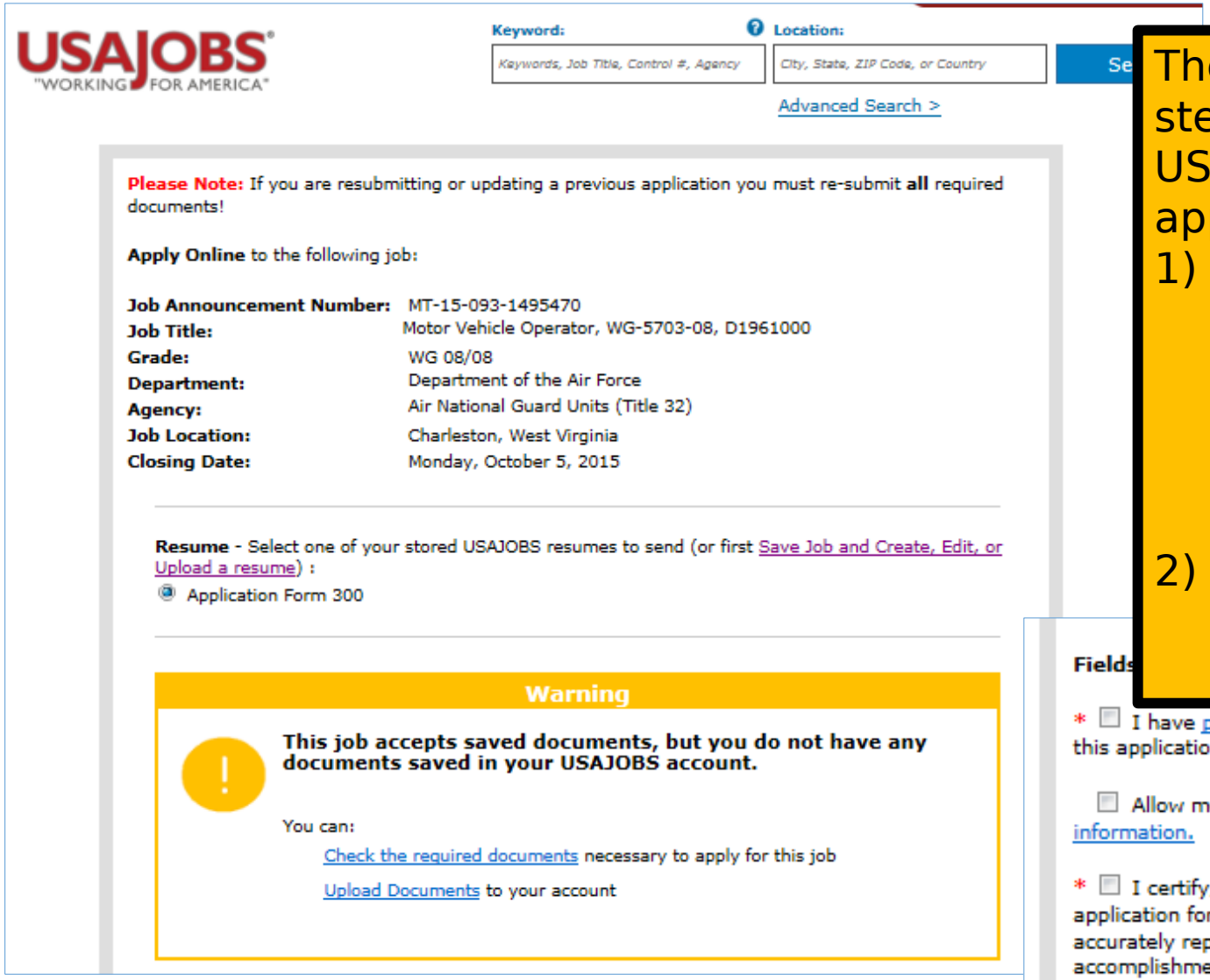
The page will open a separate window to allow you to upload a document from your computer.

1) Fill out the required fields
2) Click the “BROWSE” button to select a file from your computer
3) Click the blue “UPLOAD” button to upload the file to your USAjobs profile

NOTE: Reminder, as stated in Step 13, uploading a document at this point only uploads the file to your USAjobs accountand does not mean you have applied to a job.

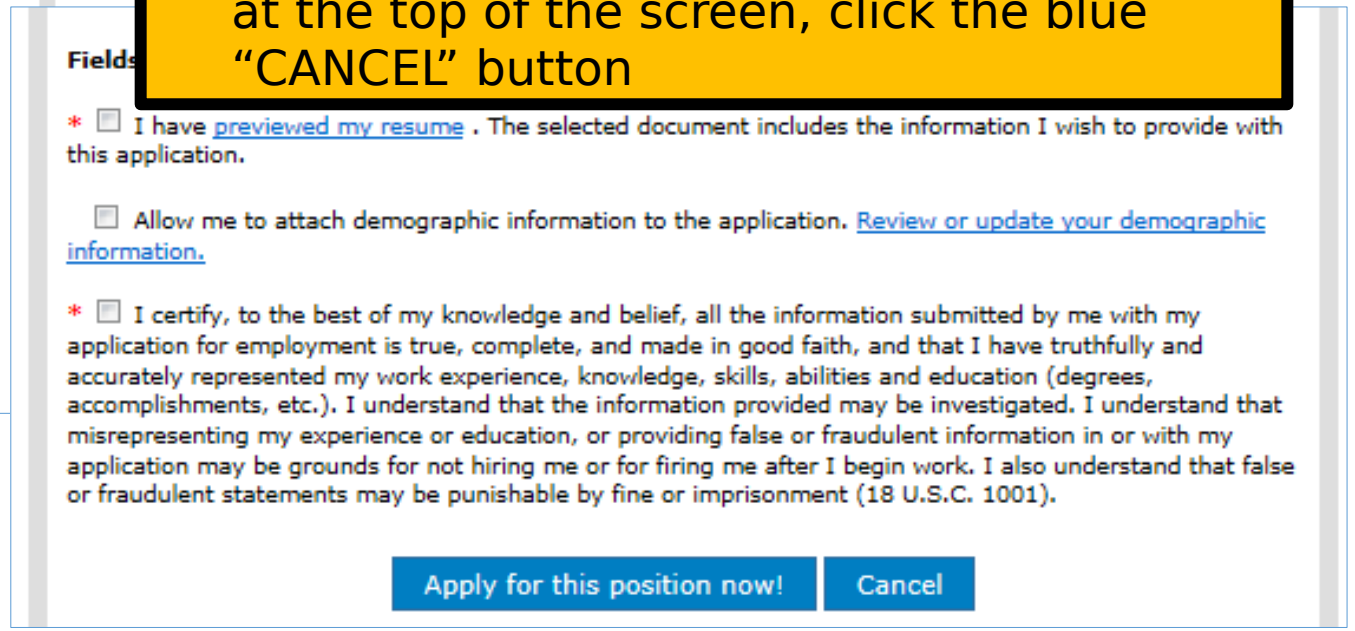

USAJOBS
"WORKING FOR AMERICA"
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
Job Announcement Number: MT-15-093-1495470
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Grade: WG 08/08
Upload Resume
Upload a Resume
Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.
Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. PLEASE NOTE that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.
Sample Resume
What to Include
Upload your existing resume by selecting a file below.
Please enter a name for this attachment(100 characters max)
Browse...
Cancel
Upload

STEP 15


USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Advanced Search >
Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!
Apply Online to the following job:
Job Announcement Number: MT-15-093-1495470
Job Title: Motor Vehicle Operator, WG-5703-08, D1961000
Grade: WG 08/08
Department: Department of the Air Force
Agency: Air National Guard Units (Title 32)
Job Location: Charleston, West Virginia
Closing Date: Monday, October 5, 2015
Resume - Select one of your stored USAJOBS resumes to send (or first Save Job and Create, Edit, or Upload a resume) :
Application Form 300
Warning
This job accepts saved documents, but you do not have any documents saved in your USAJOBS account.
You can:
Check the required documents necessary to apply for this job
Upload Documents to your account

The page reloads to this, which is the first step to applying for a job. This means your USAjobs account is complete and you can apply to jobs.

1) To begin the job application process:
   a) Check the required checkboxes
   b) Click the blue "APPLY FOR THIS POSITION NOW!" button
   c) See the "USAjobs – Apply to a Job" powerpoint for further instructions
2) If you do not wish to apply to the job listed at the top of the screen, click the blue "CANCEL" button


* I have previewed my resume . The selected document includes the information I wish to provide with this application.
Allow me to attach demographic information to the application. Review or update your demographic information.
* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).
Apply for this position now!
Cancel